

Daily Scrum Meeting Minutes:

Attendees: Monisha Kummari, Gabriel Xirinachs, Chloe Lindsay, Maria Vega Gonzalez, Jabbar Morla

Start time: 1:00 PM

End time: 1:45 PM

Monisha Kummari:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Reviewed team feedback and made final updates to the documentation.
- What is planned to be done until the next scrum meeting?
 - Prepare the finalized documentation for submission and begin planning next steps based on the confirmed dataset.
- What are the hurdles?
 - Waiting on final confirmation that the dataset will not change.

Gabriel Xirinachs:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Ensured that all team members can push changes and began enforcing workflow standards.
- What is planned to be done until the next scrum meeting?
 - Monitor repository activity, address any workflow issues, and support team adoption of the new structure.
- What are the hurdles?
 - None

Chloe Lindsay:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Documented insights and prepared visuals for inclusion in the final report.
- What is planned to be done until the next scrum meeting?
 - Review the report draft, incorporate feedback, and finalize the presentation of visualizations.
- What are the hurdles?
 - None

Maria Vega Gonzalez:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Finalized the selected imbalance strategy and prepared to apply it once the dataset is available.
- What is planned to be done until the next scrum meeting?
 - Begin applying the imbalance strategy to the dataset once access becomes available and evaluate early results..
- What are the hurdles?
 - Waiting for access to the finalized dataset.

Jabbar Morla:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Shared the updated dataset with the team to support preprocessing and modeling.
- What is planned to be done until the next scrum meeting?
 - Continue supporting preprocessing and modeling as needed based on team feedback.
- What are the hurdles?
 - None